

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
IT Manager Sr. supporting IT Planning & Governance

Job Summary: Reports to the Director for Enterprise Governance within Strategic Technology Solutions, is responsible for leading a team of IT professionals who will focus on supporting the IT Planning and Governance functions within STS.

Responsibilities:

- Assist in providing direction and assigning priorities to the IT Planning and IT Policy Standards teams.
- Maintain and promote effective customer service relationships with users, business owners, vendors and agency leadership to inform them of services offered by the IT Planning and Policy Standards teams.
- Provide consultation and recommendations to state agencies by identifying their technology challenges and explore how IT Planning can meet their business needs.
- Partner with appropriate parties to develop the statewide information systems plan.
- Make strategic recommendations to executive management for approval on standards for statewide IT equipment, software, supplies and/or service purchases.
- Oversee the enterprise Information Systems Plan (ISP) guidelines used by agencies in the development of Project Requests, Financial Plans, and the annual ISP.
- Ensure support is provided to the Solution Review Board (SRB) to review ISPs and Project Requests.
- Review and approve cost models and rates for IT service offerings for the IT Planning area.
- Manage customer expectations and negotiate solutions to complex problems with customers and vendors for assigned areas.
- Develop objectives for assigned functional units to measure and improve organizational efficiency and performance.
- Determine appropriate allocation of budgeted funds within functional areas to ensure that highest priority projects have sufficient monetary resources.
- Review and approve staffing, cost, revenue and timelines needed to complete projects to meet the strategic plan of the organization.
- Review and prioritize distribution of resource allocation to ensure alignment with state-wide goals and vision.
- Evaluate existing workforce against current and future service offerings.
- Develop process improvement suggestions to streamline workflow and improve process cycle times and accuracy.
- Develop and maintain individual performance plans to evaluate team member's performance and adhere to the State's performance evaluation policies.
- Communicate status of responsibilities with management, peers, subordinates and customers via verbal and written mediums.

Minimum Qualifications: Bachelor's degree in an IT or Business related field. Relevant professional information technology experience may be substituted for the required degree.

- Five years of experience managing IT planning operations.
- Two years of managerial experience.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent time management, organization, and prioritization skills.

Preferred Qualifications:

- Prior IT Planning experience is a plus.
- Prior knowledge of State IT standards and Information Systems Planning is a plus.
- Prior state government experience is a plus.

Knowledge, Skills, Abilities, Competencies:

- Decision Quality
- Problem Solving
- Developing Direct Reports and Others
- Directing Others
- Conflict Management
- Hiring and Staffing
- Drive for Results
- Organizational Agility

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- Building Effective Teams
- Motivating Others

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.